



**KING COUNTY**  
**INFORMATION PRIVACY PROJECT MANAGER**  
**INFORMATION TECHNOLOGY PROJECT MANAGER II**  
**OFFICE OF INFORMATION RESOURCE MANAGEMENT**  
**Annual Salary: \$74,843 to \$94,869**  
**Job Announcement: 05CY5425**  
**OPEN: 8/17/05 CLOSE: Open Until Filled**

**WHO MAY APPLY:** This part-time exempt position is open to the general public. This term-limited temporary position is fully benefited (medical, dental, and retirement) and is expected to continue until 12/31/06.

**WHERE TO APPLY:** Required application materials can be mailed to: **Terra Strouhal, 701 Fifth Avenue, Suite 3460, Seattle, WA 98104. Fax (206) 205-0725.** Email applications are encouraged at [terra.strouhal@metrokc.gov](mailto:terra.strouhal@metrokc.gov) (all application materials must be included). Applications materials must be received by 4:30 p.m. on the closing date. Postmarks are not accepted. PLEASE NOTE: Applications not received at the locations specified above and those that are not complete may not be processed.

**FORMS AND MATERIALS REQUIRED:**

- King County application form. Application forms may be found at <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>
- Resume
- A letter of interest detailing your background and describing how you meet or exceed the requirements.

**WORK LOCATION:** 701 Fifth Avenue (Bank of America Tower), Seattle, WA.

**WORK SCHEDULE:** This part-time position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The workweek is normally Monday through Friday. Work hours and salary are based on a 24 hour a week. Salary will pro-rated to reflect the part-time schedule.

**POSITION SUMMARY:** The primary assignment for this position is to manage projects that implement specific solutions to protect sensitive information maintained by agencies and shared between agencies and outside organizations. Initially this position will conduct an assessment to validate the existence of sensitive information findings and will develop a work program to address these findings. This position reports directly to the Information Security and Privacy program manager and will work with all King County agencies.

**PRIMARY JOB DUTIES INCLUDE:**

- Managing countywide information privacy projects within the within scope, schedule and budget of the Information Security and Privacy program to resolve countywide information privacy findings for all affected county agencies, including:
  - Managing privacy projects to complete agreed upon objectives.
  - Identifying and managing project issues and action items to ensure successful project completion.
  - Identifying, mitigating and controlling project risks.

**KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.**

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

- Establishing quality assurance processes and implementing deliverable quality controls.
  - Actively and accurately communicating project activities and status to affected stakeholders and management in a timely manner.
  - Planning and executing work programs to successfully complete assigned deliverables and meet agreed upon objectives.
- Conducting specific project activities and developing specific deliverables, including:
  - Conducting an assessment to validate findings and recommend corrective actions
  - Overseeing specific agency corrective actions to address findings
  - Facilitating inter-agency corrective action activities
  - Engaging, overseeing and coordinating vendor activities to create project deliverables
  - Working with agencies to implement necessary operational changes Assessments
- Creating and utilizing project processes and techniques, including:
  - Task lists, project plans and schedules
  - Issue, action item, and risk logs
  - Quality reviews of project deliverables and processes
  - Status reporting to agency management and stakeholders
- Other duties as assigned.

**QUALIFICATIONS:**

- Bachelor's degree in computer science, business administration or related field or equivalent education and experience.
- Minimum three years in IT project management with demonstrated project experience.
- Demonstrated ability to develop project plans, manage project tasks and issues, report status, analyze and manage project risk, assure quality deliverables.
- Demonstrated experience in successfully completing projects involving multiple organizations that each have their own objectives.
- Demonstrated ability to manage project budget.
- Demonstrated ability to lead development of project deliverables.
- Good working knowledge of business and/or systems analysis.
- Strong business acumen.
- Strong oral and written communication skills.
- Ability to clearly articulate technical and non-technical issues to a wide audience of business leaders, IT professionals, and non-technical personnel in a manner that is understandable to all.
- At ease making clear, concise presentations and conducting purposeful meetings for senior managers, managers, supervisors, staff, and technical staff.
- Strong analytical and planning skills.
- Experience doing business assessments, validations, root cause analyses – all with a technology component.
- Proven experience coordinating vendor activities and ensuring quality and timely deliverables from vendors.

**DESIRED QUALIFICATIONS:**

- Knowledge of information privacy.
- Familiarity with Washington State public disclosure act.
- Professional experience in the public sector.
- Management consulting experience.

**SELECTION PROCESS:** Competitive applications may be invited to participate in an interview. Salary will depend on qualifications.

**UNION REPRESENTATION:** This position is not represented by a union.